CALAVERAS COUNTY REGISTRAR OF VOTERS

FINAL ELECTION ADMINISTRATION PLAN

E.C. 4005 (a) (10) (I)

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TABLE OF CONTENTS

INTRODUCTION 3
Overview 3
Vote by Mail 4
Vote Center and Ballot Drop-Off Locations 4
Voting Technology 6
Fiscal Impact 6
Conclusion 7
SECTION 1 - VOTER EDUCATION AND OUTREACH PLAN 8
General Requirements 8
Education and Outreach with the Language Minority and Disability Communities 12
SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTE CENTER MODEL 15
General 15
Ballot Access 15
Vote Center Essentials 16
Ballot Drop Box Essentials 18
Vote Center and Drop Box Location Maps 18
Additional Considerations 19
Appendix A 20
Appendix B 22
Appendix C 22
Appendix D 25
Appendix E 26
Appendix F 27

INTRODUCTION

Overview

In 2016 California codified a dramatic change in election law by adopting the Voters Choice Act. Senate Bill 450 authorized Calaveras County (and 13 other counties) to conduct any election by all mailed ballot with Vote Centers commencing in 2018. Counties not included in the 14 are authorized to adopt the Voter's Choice Act model in 2020. The Calaveras County Registrar of Voters has opted to adopt the Voter's Choice Act Model in 2020.

In 2002 state law was amended to allow voters to register as permanent vote by mail. Since then the number of vote by mail voters has steadily grown to 72% of the County's registered voters as of the 2018 General Election.

The Calaveras County Registrar of Voters established a combined Voting Accessibility Advisory Committee and a Language Accessibility Advisory Committee in April of 2017 which meets quarterly. This combined committee was established to provide critical feedback to Calaveras County Registrar of Voters and will continue to be a fundamental component of election administration in Calaveras County.

The Calaveras County Registrar of Voters is required by the Voter's Choice Act to prepare a Draft Election Administration Plan. The plan is intended to be all-encompassing; representing feedback from various stakeholders, interest groups, and community members, including our language and disability communities. The Calaveras County Registrar of Voters plans to conduct multiple public consultation meetings to receive feedback from representatives and advocates from the Spanish language and disability communities. Both meetings will be held in the Cheseborough Room, at the San Andreas Library located at 1299 Gold Hunter Road, San Andreas, CA 95249. The Spanish language community meeting is scheduled for August 23, 2019, at 3 pm, and the disability community is planned for August 26, 2019, at 1 pm at the same location.

The public comment period for the draft administration plan will commence on August 5, 2019, and end September 12, 2019, at 5:00 pm, exceeding the 14-day requirement of the Voter's Choice Act. A noticed public hearing will be conducted at 10:00 am on September 13, 2019, at the Calaveras County Library in the Cheseborough Room located at 1299 Gold Hunter Road, San Andreas, CA 95249, as required by the Voter's Choice Act, to allow the community to comment publicly on the plan.

The Election Administration Plan is intended to provide the necessary information to the voters of Calaveras County regarding the implementation of the Voter's Choice Act. As such, herein we describe the vote by mail process, the proposed locations of Vote Centers, ballot drop-off locations, new technology to be deployed and a description of our voter education and outreach plan.

Vote by Mail

In accordance with the Voter's Choice Act, all registered voters will be mailed a ballot 29 days before the election with a postage-paid envelope to return the ballot. Voters may request a facsimile ballot in Spanish to be mailed to them to use as a reference for voting. Voters with disabilities, as well as overseas voters, military personnel and military spouses, may take advantage of our Remote Accessible Vote by Mail system which will allow qualified voters to access and mark their ballot in a screen-readable format on a personal computer. They can then print and mail that ballot in.

Vote Center and Ballot Drop-Off Locations

The Voter's Choice Act establishes definitive criteria for the placement/location of Vote Centers and drop boxes. The law requires that Vote Centers and ballot drop-off locations be accessible to voters with disabilities, located near population centers, public transportation, and near low-income and language minority communities.

Vote Center and ballot drop-off locations will be selected in consultation with the Voting Accessibility Advisory Committee and the Language Accessibility Advisory Committee. Additionally, Geographic Information System (GIS) mapping software, U.S. Census Data, voter history, and any other readily available data will be utilized to ensure locations are in optimal proximity to voters.

At the time the draft Election Administration Plan was released Calaveras County Registrar of Voters anticipated Vote Centers 1 and 2 would be located in the communities of San Andreas and Valley Springs. Vote Centers 3 and 4 are expected to be in the communities of Angels Camp, and Mokelumne Hill. It is in anticipated that ballot drop boxes will be located in the communities of San Andreas, Angels Camp, and Valley Springs (days and hours are detailed in Appendix C). On Election Day voters may also drop their voted ballot at any Vote Center or Ballot Assistance Site. Locations and hours are listed in Appendix A.

Vote Centers: Vote Centers will operate similar to polling places, allowing voters to cast their ballots in person, whether on paper or by utilizing an accessible ballot marking device. Unlike polling places, however, voters can cast their ballots, or request and receive replacement ballots at any Vote Center countywide. Voters will also be able to register to vote or update their registration at any Vote Center. Voters who have not registered before the 14 day close of registration, will be able to Conditionally Register to Vote (CVR) at any Vote Center and cast a provisional ballot through Election Day.

Vote Centers will have secure access to the County's Election Management System , allowing Vote Center staff to verify, in real-time, the voting status of each voter. Vote Centers will be equipped with a minimum of three accessible ballot marking devices. All Vote Centers will be Americans with Disabilities Act-compliant, and Elections personnel will be on-site to assist voters with specific needs.

Security and contingency plans will be in place to prevent disruption of voting, and to ensure that the election is properly conducted. When Vote Centers are not in operation, the site and equipment will be secured through tested and established security protocols such as tamper-evident seals and secure storage facilities. A sample Vote Center layout diagram is provided in Appendix B.

Vote Center Formula: Vote Centers will open sequentially, with greater numbers of Vote Centers in operation as the election draws nearer. The first two Vote Centers will open ten days before the election, and two additional Vote Centers will be in full operation beginning the third day before the election.

The number of Vote Centers are based on an estimate of 30,444 registered voters for the March 2020 Election; this is a 5% increase from the June 2018 Primary Election.

Voter Centers 1 (San Andreas) & 2 (Valley Springs) will be open from 8 am to 4 pm starting ten days before the election, including weekends and holidays, and open from 7:00 a.m. to 8:00 p.m. on Election Day.

Voter Centers 3 (Angels Camp), and 4 (Mokelumne Hill) will be open from 8 am to 4 pm starting three days before the Election, including weekends and holidays, and open from 7:00 a.m. to 8:00 p.m. on Election Day. Vote Center hours and locations are listed in Appendix A.

No less than four election workers will staff each Vote Center. In accordance with Election Code 14201, the County will make a good faith effort to recruit election workers who speak Spanish to provide language assistance at each Vote Center.

Ballot Assistance Sites: In an effort to better serve rural voter's three additional locations will be open on Election Day from 7:00 am to 8:00 pm. The tentative locations will be in Arnold, Copperopolis, and West Point. These locations will be staffed locations and are not intended to act as a full-service Vote Center. Ballot Assistance Sites will be able to accept vote by mail ballots, answer questions from voters, and assist voters filling out their ballot if assistance is requested The ballots received at these locations will be placed inside a drop box and brought down to the Elections Department at the end of the Election night, by at least two staff members.

Ballot Drop-Off Boxes: At least one ballot drop-off box is required for every 15,000 registered voters in the County for a projected total of 3 ballot drop-off boxes for the March 2020 Primary Election. These ballot drop-off boxes will be available no less than 28 days before Election Day and available during regular business hours. A ballot drop-off box outside the Calaveras County Government Center will be open twenty-four hours a day with drive-up accessibility. The Calaveras County Government Center is located at 891 Mountain Ranch Road, San Andreas, CA 95249.

Lists and maps of proposed Vote Center, Ballot Assistance Sites, and Ballot Drop-off Box locations are included in the attached Appendices A & C.

Voting Technology

Calaveras County Registrar of Voters, procured Verity 3.0.1 from Hart Intercivic, Inc. in June 2019 and will deploy the new voting system for the March 2020 Primary Election. The Verity deployment will include a minimum of three accessible ballot marking devices (Verity Touch Writer), at least one in-person secure digital ballot imaging device and ballot box (Verity Scan) at each Vote Center, as well as Mobile Ballot Printing (MBP), that will allow the Calaveras County Registrar of Voters to print ballots on-demand at Vote Centers.

Each Vote Center will have a network of laptops that will be linked to the Calaveras County Registrar of Voters Election Information Management System (EIMS) through a secure Virtual Private Network (VPN) connection. EIMS is connected to the voter registration database administered by the State of California (VoteCal); this will provide access to voter registration data, enabling Vote Center staff to determine the registration and voter status of every voter in real-time.

At the Calaveras County Registrar of Voters office, staff will be utilizing Verity Central Scan which includes new state-of-the-art scanners to scan ballots at Central Count with image capturing capabilities to allow for easy ballot adjudication. Verity Central is a powerful application designed to manage central ballot scanning operation, allowing you to scan, review ballots to resolve write-in votes and voter intent issues, and cast vote records to a secure vDrive for tabulation in Verity Count.

Additionally, the Registrar will deploy the Democracy Live Remote Accessible Vote by Mail system for those who request an accessible vote by mail ballot, and for those who wish to view the Americans with Disabilities Act Accessible Voter Information Guide (VIG) online.

Fiscal Impact

The exact fiscal impact of the Voter's Choice Act and related legislative mandates is unknown at this time. The cost is estimated to be comparable to the cost of conducting a polling place election. The upfront costs to implement the Voters Choice Act will be significant, however, reimbursable through State Funding. The ongoing costs for future elections are expected to be the County's responsibility and anticipated to be relatively similar to current election costs.

The March 2020 Primary Election will be the first of its kind for Calaveras County, not only in terms of the new Vote Center election model, but there is also the potential for new legislation. The combined effect of these new laws coming online at the same time as a Presidential Primary Election may increase election costs for counties statewide. The additional expenses incurred due to pending legislation should not be misconstrued as expenses associated with SB450.

Same day registration already significantly impacts ordering ballots for an election as it makes it harder to anticipate voter turnout. A presidential primary intensifies this because ballots are

ordered by party based off of registration roughly 60 days prior to an election. With that in mind, the Voter's Choice Act provides a cost-savings by utilizing ballot on demand technology. The Calaveras County Registrar of Voters will be able to print the ballot at the time the voter requests the ballot, reducing the risk of running out of ballots and the cost of over-ordering ballots, ensuring sufficient quantities of each party are available at each Vote Center.

The Voter's Choice Act itself will initially incur startup expenses that may increase election expenditures in the short-term. Vote Centers will be open longer and staffed by County employees at higher hourly rates than traditional poll workers. Vote Center staff will also require additional training to manage the complexity and technology requirements of Vote Centers.

The initial creation of multiple secure connections between Vote Centers and the County's voter registration database will result in increased expenditures due to new equipment, set up, testing, and support. However, the long term financial impact of implementing the Voter's Choice Act, is expected to be equal to or less than the cost of a traditional polling place model.

Conclusion

The California Voter's Choice Act is the most significant improvement to the voting process in the history of California. Successful implementation of this new method of conducting elections provides numerous benefits and opportunities to the County's voters and participating jurisdictions. School districts, municipalities, and special districts benefit through increased efficiencies resulting from the new Vote Center election model. The new election model will have the positive effect of increasing voter participation, providing greater accessibility to voters with disabilities, improving our voting systems and technology, and strengthening our elections infrastructure security.

The Calaveras County Registrar of Voters Office is excited about the numerous improvements in store for County Voters. We look forward to continuing to provide accurate, transparent, and fair elections giving Calaveras County voters full confidence in the electoral process.

SECTION 1 - VOTER EDUCATION AND OUTREACH PLAN

General Requirements

1-A Community Presence to Educate Voters on the Voter's Choice Act
§4005(a)(10)(I)(i)(III)

Calaveras County Registrar of Voter's community presence will provide Voter's Choice Act information directly to the voters at a wide variety of events. Registrar of Voters' goal is to coordinate with our community partners, and the Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee to identify opportunities to educate our voters, offer demonstrations of the voting equipment, and explain how to request and obtain an accessible ballot. The County Registrar will make every effort to reach all areas of the County. Voters will have many opportunities to learn about the Voter's Choice Act and their voting options, which may include the following:

1) Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee
   a. Meetings will include voting system demonstrations and informational updates
   b. Material development with Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee members will be presented for distribution within their communities

2) Presentations to various audiences which may include:
   a. Neighborhood associations
   b. County Board of Supervisors
   c. Angels Camp City Council and City Clerk
   d. Elected Official's
   e. Town Halls
   f. School District Boards
   g. Special Districts Boards
   h. County Central Committees and Political Committees
   i. Philanthropic organizations (such as Soroptimist, Rotary, Lions Club)
   j. Calaveras County Public Libraries
   k. Nursing/Assisted Living Facilities

A tentative list of events where Voter's Choice Act information will be shared publicly can be found in Appendix F.

1-B Use of the media, including social media, newspapers, radio, and television for purposes of informing voters of the availability of a vote by mail ballot in an accessible format and the process for requesting such a ballot. *EC §4005(a)(10)(I)(i)(II), §4005(a)(10)(I)(i)(VIII)*

Calaveras County Registrar of Voters will provide information about obtaining a vote by mail ballot in an accessible format and the process for requesting such a ballot utilizing outlets

and methods described in Section 1 – A of this document, and may also include the below list. All materials will be distributed to outlets in both English & Spanish languages.

1) Local television: Calaveras County Public Access TV
2) Newspapers: The Valley Springs News, The Calaveras Enterprise, The Union Democrat, The Pine Tree & The Mountain Chronicle, Sierra Sentinel, and Copper Gazette
3) *Radio Stations:
   a. KQBM 90.7
   b. KVMR 99.5
   c. KZSQ 92.7
   d. KKBN 93.5
   e. KVGC 96.5/1340 AM
   f. KRVR 105.5
   g. KBYN 95.9 (Spanish)
   h. KCFA 106.1/106.7/105.7 (Spanish)
   i. KMPO 88.7 (Spanish)
   j. KGRB 94.3(Spanish)
4) Cinema West Angels Theatre: Movie theater advertisement "Before the Movie"
5) Social media and department website (Facebook: @CalaverasCountyClerkRecorder, Twitter: @CalaverasCR, Website: elections.calaverasgov.us)
6) Outreach to such groups as community partners, disability advocate organizations, elected officials, special districts, school districts, community-based organizations, and Public Information Officers. A list of groups/organizations/agencies that the Registrar's Office plans to contact and partner with can be found in Appendix F.
7) County Departments (such as Health and Human Services, Veteran Services)
8) Public Service Announcements, broadly distributed to all media outlets serving the County

* Calaveras County residents are served by regional radio stations which are located out of the county also serving neighboring counties Amador and Tuolumne. Calaveras County will reach out to the local radio stations, any utilization of local media must take into consideration that a large portion of the audience will be from neighboring counties previously mentioned. At the time of this Election Administration Plan both Amador and Tuolumne Counties Registrar of Voters announced plans to move to the Voter's Choice Act in 2020. Calaveras County will collaborate with neighboring counties to conduct outreach to the communities.

To mitigate this, the Calaveras County Registrar's Office plans to initiate a community effort to educate voters. Voters are most likely to respond to outreach efforts conducted through local organizations, groups, and agencies with whom they already have existing relationships. Accordingly, the Registrar's Office plans to conduct presentations with community partners. The Registrar's website will have a list that will be updated regularly, allowing interested parties to choose when and where they can participate.

Additionally, Calaveras County will coordinate with the Secretary of State's Office on targeted television Public Service Announcement's for distribution to Cable and Satellite Television providers. It is expected that these Public Service Announcement's will only reach Calaveras County audiences. This method will allow the use of television media while minimizing, to the greatest extent possible, voter confusion.

The information to be provided will include the option to use an accessible voting device at any Vote Center, or drop-box location, how to use the device; and the method for requesting, marking and submitting an accessible ballot using the County's Remote Accessible Vote by Mail program.

1-C Use of Resources for Voter Education and Outreach
§4005(a)(10)(I)(i)(VII)

Calaveras County Registrar of Voters will spend the necessary resources to ensure voters are informed about the Voter's Choice Act. The budget information for the March 2020 Primary election along with a comparison of the education and outreach budgets from past years is shown in the table on the following page.

Budget Resources and Cost Comparison

Out Reach Activity	2014 Primary Election	2016 Primary Election	2018 Primary Election	2020 Primary Election (Estimates)
Newspaper Publications (Legal Notices and Advertisements)	**$121.50**	**$131.65**	**$185.61**	**$2,000**
Radio PSA (Script development, interview availability, translation services)	**$0**	**$0**	**$0**	**$3,000**
Television PSA (Script development, interview availability, translation services), Before the Movie Advertisement	**$0**	**$0**	**$0**	**$3,000**
Direct Voter Contact Mail (Direct mail to each registered voter as described in 1-D)	**$26,702**	**$35,349**	**$20,830**	**$40,000**
Public Workshops/Meetings (Required workshops, Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee Meetings, other events as referenced in 1-B)	**$0**	**$0**	**$930**	**$2,500**
Equipment Demonstrations (Voting Equipment Demonstrations at required workshops, Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee Meetings, other events as referenced in 1-B)	**$0**	**$0**	**$0**	**$5,000**
Election Workers	**$13,990**	**$14,393**	**$14,268**	**$28,800**
Ballot Coding & Layout (With the new voting system we code and layout our ballots, the only fee is the annual maintenance fee.)	**$6,300**	**$20,727**	**$8,250**	**$8,773**

1-D Direct contacts with voters providing information on the upcoming election and promoting the toll-free voter assistance hotline
§4005(a)(10)(I)(i)(X)

Calaveras County Registrar of Voters will contact each Calaveras County registered voter a minimum of two times, by mail, to provide information on the upcoming election and the availability of the toll-free assistance hotline (833)536-8683. The two direct contacts will include information about an all-mail ballot election; vote center locations, ballot drop-off locations, dates and hours of availability, information about the availability of the Remote Accessible Vote By Mail System and additional information about the upcoming election.

1-E Postage-paid postcard for requesting materials in an alternate language or an accessible format vote by mail
§4005(a)(8)(B)(iii)

All registered voters will receive a postage-paid postcard with their County Voter Information Guide for requesting a facsimile ballot. Instructions will be included in the Guide and on the Calaveras County Registrar of Voter's website for completing and returning the postcard.

Calaveras County Registrar of Voter's website (elections.calaverasgov.us) will have a page dedicated to information about the Voter's Choice Act. Information is in accessible formats (when possible) and is publicly available. This includes the Election Administration Plan and other information related to the Voter's Choice Act, including scheduled public presentations, developed infographics, public notices, digital versions of collateral used to educate the public and Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee agendas and information. The website also has information about registering to vote and getting involved in the election process, including working at Vote Centers. Additional information found on the website is addressed in the appropriate sections of this plan.

Education and Outreach with the Language Minority and Disability Communities

§4005(a)(10)(I)(i)(I)

Calaveras County Registrar of Voter's established a combined Voting Accessibility Advisory Committee and Language Accessibility Advisory Committee in April 2017 to advise and assist with implementation of federal and state laws relating to access to the electoral process by non-English preference voters, and voters with disabilities. The Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee is comprised of residents who advocate on behalf of the County's minority language and disability communities.

1-F Inform Voters of the Upcoming Election and Promote the Toll-Free Voter Assistance Hotline using Media that Serves the Language Minority Communities
EC *§4005(a)(10)(I)(i)(I)*

The same voter outreach methods described in Section 1-B will be used to share information with the language minority communities in both English & Spanish languages and will be distributed to all outlets. Information will include Voter's Choice Act information, voting options (including Remote Accessible Vote by Mail), and toll-free access hotline (833)536-8683 for assistance.

1-G Identifying Language Minority Voters
§4005(a)(10)(I)(i)(V)

Calaveras County Registrar of Voters primarily uses the voter's language preference selection shown on their voter registration form to identify language minority voters. The County also uses the report the Secretary of State issues under Election Code section 14201(f). This report determines the precincts where 3% or more of the voting-age residents are members of a "single language minority." Voters may also contact the Calaveras County Registrar of Voters by telephone or email to update their language preference or provide their language preference to precinct officials during an election. As required per Election Code section 14201(f) Spanish translations of the ballot will be available at all Vote Centers. Additionally, all information related to Vote Center locations, and language facsimile copies of the ballot will be translated into Spanish and posted on the County Registrar of Voters' website.

1-H Voter Education Workshop for Minority Language Voters
4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ia)

Calaveras County Registrar of Voters will hold a bilingual voter education workshop for Calaveras County's federal and state required language. At the time of preparing this plan, Calaveras's only required language, other than English is Spanish.

This workshop will be held on a date to be determined, and will provide an opportunity for the County's language communities to receive information about materials and assistance available in the specified language, in addition to the Voter's Choice Act voting process. All workshops will have language-specific interpreters to assist attendees. Information about workshop events will be announced at least ten days in advance of the meeting date. The materials to be used during workshops are still being developed at this time. As available, materials will be posted on the Calaveras County Registrar of Voters website, elections.calaverasgov.us.

1-I Public Service Announcement for Minority Language Citizens
§4005(a)(10)(I)(i)(IX)

Calaveras County Registrar of Voters will use Public Service Announcements to inform voters in minority language communities of the upcoming election and the toll-free assistance hotline. The Public Service Announcements will be translated into the required language and distributed through social media, television, radio, and newspapers.

1-J Voter Education Workshop to increase accessibility and participation of eligible voters with disabilities
§4005(a)(10)(I)(i)(VI), §4005(a)(10)(I)(i)(VI)(ib)

The county elections official will educate and communicate the provisions of this section to the public, including the disability community, organizations and individuals that advocate on behalf of or provide services to individuals with disabilities. A workshop will be held on a date To Be Determined, and will provide an opportunity for the County's disability communities to receive information and materials about the Voter's Choice Act. The workshop is intended to increase accessibility and participation of eligible voters with disabilities.

The same voter outreach methods described in Section 1-B will be used to share information with the disability community. Information will include Voter's Choice Act information, voting options (including Remote Accessible Vote by Mail), and toll-free access hotline (833)536-8683 for assistance.

1-K Website has publicly available accessible information
§4005(a)(10)(I)(i)(IV)

Information on the Calaveras County Registrar of Voters' website (elections.calaverasgov.us) is in accessible formats and is publicly available. This includes the Election Administration Plan and other information related to the Voter's Choice Act, as well as information about registering to vote and getting involved in the election process. Election specific information is also available on the website in an accessible format.

The information to be provided will include the following:

1) All voters will receive a vote by mail ballot
2) The option to use an accessible voting device at any Vote Center and how to use the device
3) The method for requesting, marking and submitting an accessible ballot using the County's Remote Accessible Vote by mail program

SECTION 2 - ELECTION ADMINISTRATION PLAN - VOTE CENTER MODEL

General

2-A Toll-Free Phone Access
§4005(a)(10)(I)(vii)

Calaveras County Registrar of Voters offers toll-free phone support during all business hours. County Election staff does not have the capacity to translate all calls in the federal/state required language. However, staff can connect to an interpreter on a three-way call to be able to assist voters with translation.

Toll-free hotline: (833) 536-8683

Ballot Access

2-B Access to a Vote by Mail Ballot by Voters with Disabilities
§4005(a)(10)(I)(ii)

Receiving a Vote by Mail Ballot-
All Calaveras County registered voters receive a vote by mail ballot packet by mail for each election. The enclosed ballot can be marked and returned in the identification envelope included with the vote by mail packet.

Requesting an Accessible Ballot - Vote Centers -
All Calaveras County registered voters can use one of the three accessible ballot marking devices at any Vote Center location. Voters can either bring the ballot they received in the mail to drop off, or they can check-in, and request a ballot from a staff member. The ballot can be marked using the touch screen display, also provided are audio & tactile fixtures. The accessible voting machines will be arranged to allow all voters the opportunity to cast their ballot privately and independently.

Requesting a Remote Accessible Vote by Mail Ballot-
Calaveras County registered voters with disabilities may opt for an accessible ballot through a Remote Accessible Vote by Mail system. Remote Accessible Vote by Mail provides voters with disabilities the ability to request a vote by mail ballot to be sent electronically. The electronic ballot can be downloaded to the voter's computer, marked using the voter's own assistive technology and then printed. This ballot can be returned in the same manner as any vote by mail ballot: through the mail, placed in a drop box, or returned to a Vote Center or Ballot Assistance Site. Calaveras County Registrar of Voters has used OmniBallot from Democracy Live; a California certified Remote Accessible Vote by Mail system since 2016. Use procedure instructions are provided in the County voter information guide as well as the County website and will be shared in educational materials and during public meetings.

Requesting a Replacement Ballot-
Any voter may request a replacement ballot by telephone at (833) 536-8683 or (209) 754-6376, by faxing a request to (209) 754-6733, by appearing in person at a Vote Center, or through the Remote Accessible Vote by Mail system.

Vote Center Essentials

2-C Secure Vote Center Voting
§4005(a)(10)(I)(iv)

All voting conducted at a Vote Center follows the Secretary of State's security standards, Calaveras County Registrar of Voters' security procedures, regulations in the California Elections Code and the California Voting System Use Procedures. This includes, but is not limited to ensuring all equipment at the Vote Center is sealed, delivered, stored, and used in compliance with these regulations. In addition, our current procedures require that at least two election workers be present during all voting hours and while voted ballots are in their possession.

2-D Security and Contingency Plans, Preventing Disruption, Continuing Vote Center Operations
§4005(a)(10)(I)(iv)(VIII) §4005(a)(10)(I)(iv)(VIII)(ia), §4005(a)(10)(I)(iv)(VIII)(ib)

All staff, including those working the Vote Centers, and those providing technical and compliance support, will attend extensive training on the operation of the voting equipment, setting up a Vote Center, assisting and processing voters, securing sensitive equipment each night, and the proper procedures in case of an emergency.

Under California voting system requirements, all certified equipment must run on battery power in the event of a power outage. County Sheriff and local Police jurisdictions will receive a list of all Vote Center locations. Each Vote Center will be provided with a binder for emergency procedures and be provided with an instruction manual for the operation of a Vote Center and processing voters during an emergency.

Calaveras County Registrar of Voters will immediately work to resolve a disruption at a Vote Center, and each disruption will have its own response. Generally, if a single Vote Center is disrupted, Calaveras County Registrar of Voters will immediately have the staff redirect voters to other Vote Centers and will inform local police, the Secretary of State's office, and provide media updates to ensure voters are informed. If there is a natural disaster or other such disturbance occurs that affects a Vote Center, or ballot drop-off site's physical location, additional notifications, signage, and staff will be available to direct voters to an alternate location. Should all activities at a Vote Center need to be ceased, staff will immediately secure that Vote Center's voting equipment and account for all voting materials in accordance with California Election Code. Calaveras County Registrar of Voters will attempt to open a replacement Vote Center and widely disseminate information to the public about the change.

2-E The Total Number of Vote Centers to be Established
§4005(a)(10)(I)(vi)(I)

Based on the estimate of 30,444 active registered voters, Calaveras County Registrar of Voters will establish a minimum of two Vote Centers open for ten days prior to and on Election Day with an additional two Vote Centers open for the three days prior to and on Election Day.

2-F The Location and Hours of Each Vote Center
§4005(a)(10)(I)(vi)(III), §4005(a)(10)(I)(vi)(VI)

Calaveras County Registrar of Voters is working throughout the community to identify Vote Center and Drop Box locations that meet the criteria listed in Section 4005(a)(10)(B) using data collected from the current Calaveras County Voter Registration database showing voter concentration and participation history and the GIS map of Calaveras County showing public transportation routes, and high population centers.

The process of establishing set locations continues at the time of publication of this plan. Calaveras County Registrar of Voter's goal is to locate Vote Centers in well-known, fully accessible facilities. All Vote Centers will be open continuously for a minimum of 8 hours per day and from 7 a.m. to 8 p.m. on Election Day. Based on available information at the time it is anticipated that Vote Centers will be located in the following areas: (1) Valley Springs, (2) San Andreas and (3) Angels Camp, (4) Mokelumne Hill. The location and hours of each Vote Center will be listed in Appendix A, which will be updated as locations are confirmed for each election. The list will be included in election materials provided to each registered voter.

2-G Staffing Vote Centers
§4005(a)(10)(I)(vi)(IX)

Calaveras County Registrar of Voters anticipates a minimum of four staff at each Vote Center. Calaveras County Registrar of Voters' staff will do its due diligence to recruit at least one bilingual staff member for each Vote Center.

2-H Services for Voters with Disabilities
§4005(a)(10)(I)(vi)(X)

Each Vote Center will have a minimum of three fully accessible touch screen voting devices. These devices are certified by the Secretary of State for use in California elections and allow each voter to mark their ballot independently and privately. Additionally, vote center staff will receive training on setting up the equipment, assisting voters with the equipment, including voters with disabilities, troubleshooting issues with the equipment and the proper storage of the equipment.

2-I Design and Layout of Vote Centers

§4005(a)(10)(I)(vi)(XI)

Layout guidelines will be used to ensure voting booths and accessible ballot marking devices are placed in a manner that allows a voter to mark their ballot independently and privately. Layouts will be sensitive to the accessibility needs of voters and will be adjusted to accommodate the varying shapes and room sizes of each location. See Appendix B for a sample layout.

Ballot Drop Box Essentials

2-J The Total Number of Drop Boxes to be Established
§4005(a)(10)(I)(vi)(II)

Based on the estimated 30,444 registered voters Calaveras County Registrar of Voters plans to establish a minimum of three ballot Drop Box locations, open 28 days prior to and through Election Day.

The Location and Hours of Operation of Each Ballot Drop Box
§4005(a)(10)(I)(vi)(IV), §4005(a)(10)(I)(vi)(VII)

Calaveras County Registrar of Voters' goal is to partner with the community to locate drop boxes in well-known, fully accessible facilities. The process of establishing drop box locations continues at the time of publication of this plan. The current proposed list of drop boxes and their hours of operation are listed in Appendix C, which will be updated as drop box locations are confirmed. This list will be included in election materials provided to each voter.

Vote Center and Drop Box Location Maps

2-K Location Maps
§4005(a)(10)(I)(vi)(V)

Maps showing the location of Vote Centers and Ballot Drop Boxes are shown in Appendix D. These maps will be updated as locations are confirmed.

Additional Considerations

2-L Estimated Costs under this Plan

§4005(a)(10)(I)(v)

Estimated costs related to implementing the Voter's Choice Act are shown in Section 1-C above.

Calaveras County Registrar of Voters expects to incur one time upfront cost for the initial implementation of the Voter's Choice Act, increasing election expenditures in the short-term. The cost increase is related to purchasing new voting equipment, and technology to allow Vote Centers to operate in unison through a secure VPN connection to the County Registrar of Voters election management database. After initial costs are incurred, it is expected the ongoing cost will remain the same or less in the following election years. The ongoing costs are attributed to complying with significantly expanded requirements for community and voter engagement, extra-hire salaries, and Vote Center facilities.

Following each election conducted under the Voter's Choice Act, Calaveras County Registrar of Voters will prepare an election cost comparison report, which will be posted on Calaveras County Registrar of Voters' website in an accessible format as required under §4005(g)(2).

2-M Address Significant Disparities in Voter Accessibility and Participation, as Required by Subdivision (g).

§4005(a)(10)(I)(iii)

Following each election conducted under the Voter's Choice Act, Calaveras County Registrar of Voters will review comments received from voters and will solicit input from community partners on data collected in compliance with Section 4005(g). Calaveras County Registrar of Voters will make reasonable efforts to address significant disparities identified on an item by item basis.

2-N Provide Assistance to the Secretary of State with Report to the Legislature

§4005(g)(1)(A)

Calaveras County Registrar of Voters will provide statistical data to the Secretary of State, including the information listed in Section 4005(g).

Appendix A

Vote Center Locations and Hours

(As of August 2, 2019. Subject to change as locations become finalized.)

1 San Andreas Government Center (Elections Office)

891 Mountain Ranch Rd. Bldg. - D
San Andreas, CA 95249

Days of Operation:	**Hours of Operation:**
❖ 02/22/2020 – 03/02/2020	8:00am – 4:00pm
❖ 03/03/2020 (Election Day)	7:00am – 8:00pm

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2 Jenny Lind Veterans Memorial Hall

300 Daphne St.

Valley Springs, CA 95252

Days of Operation:	**Hours of Operation:**
❖ 02/22/2020 – 03/02/2020	8:00am – 4:00pm
❖ 03/03/2020 (Election Day)	7:00am – 8:00pm

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3 Mark Twain Union Elementary School District Office

981 Tuolumne Ave.
Angels Camp, CA 95222

Days of Operation:	**Hours of Operation:**
❖ 02/29/2020 – 03/02/2020	8:00am – 4:00pm
❖ 03/03/2020 (Election Day)	7:00am – 8:00pm

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4 Mokelumne Hill Town Hall

8283 Main Street
Mokelumne Hill, CA 95245

Days of Operation:	**Hours of Operation:**
❖ 02/29/2020 – 03/02/2020	8:00am – 4:00pm
❖ 03/03/2020 (Election Day)	7:00am – 8:00pm

Ballot Assistance Site Locations and Hours

(As of August 2, 2019. Subject to change as locations become finalized.)

The Ballot Assistance Sites will offer limited services. The site will have a vote by mail ballot drop box that voters can return their ballot at, and will have a staff present to answer any questions they voter may have.

1 Arnold Library

1065 Blagen Road
Arnold, CA 95223

Days of Operation:
- 03/03/2020 (Election Day)

Hours of Operation:
7:00am – 8:00pm

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2 Copperopolis Library

Lake Tulloch Plaza
3505 Spangler Lane Suite 106
Copperopolis, CA 95228

Days of Operation:
- 03/03/2020 (Election Day)

Hours of Operation:
7:00am – 8:00pm

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3 West Point VFW

202 Spink Road
West Point, CA 95255

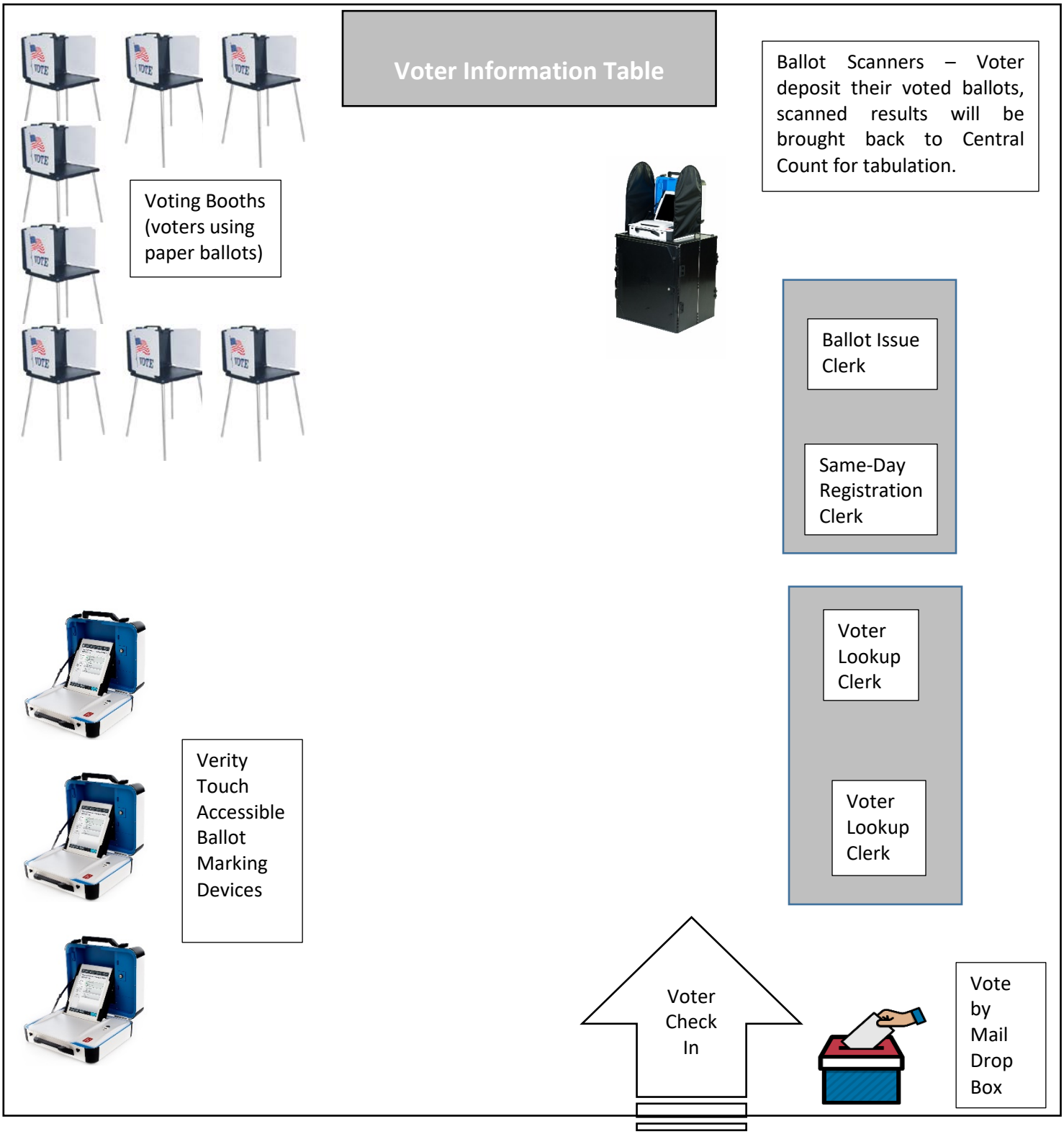
Days of Operation:
- 03/03/2020 (Election Day)

Hours of Operation:
7:00am – 8:00pm

Appendix B

Vote Center Sample Layout

Below is a working sample of a Vote Center layout. Each Vote Center will be set up in a manner that offers the highest level of accessibility and efficiency for that specific location.



Appendix C

Ballot Drop Box Locations/Hours

(As of August 2, 2019. Subject to change as locations become finalized.

1	**Calaveras County Government Center (Drive-up)** 891 Mountain Ranch Rd. San Andreas, CA 95249	**Hours of Operation:**
	Days of Operation: ❖ 02/03/2020 – 03/02/2020 ❖ 03/03/2020 (Election Day)	24 hours per day Closes at 8:00pm on Election Day
2	**Senders Market Ace Hardware** 72 Hwy 26 Valley Springs, CA 95252	
	Days of Operation: ❖ 02/03/2020 – 03/02/2020	Monday – Saturday 7:00 am – 7:00 pm Sunday 8:00am – 6:00pm
	❖ 03/03/2020 (Election Day)	7:00am – 7:00pm
3	**Save Mart** 260 S. Main Street Angels Camp, CA 95222	
	Days of Operation: ❖ 02/03/2020 – 03/02/2020 ❖ 03/03/2020 (Election Day)	6:00am – 11:00pm 6:00am – 8:00pm

Vote Center Drop-Off Locations/Hours:

1	**Mokelumne Hill Town Hall** 8283 Main Street Mokelumne Hill, CA 95245	**Hours of Operation:**
	Days of Operation: ❖ 02/29/2020 – 03/02/2020 ❖ 03/03/2020 (Election Day)	8:00am – 4:00pm 7:00am – 8:00pm

2 **Jenny Lind Veterans Memorial Hall**

300 Daphne St.

Valley Springs, CA 95252

Hours of Operation:

Days of Operation:

- 02/22/2020 – 03/02/2020 — 8:00am – 4:00pm
- 03/03/2020 (Election Day) — 7:00am – 8:00pm

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3 **Mark Twain Union Elementary School District Office**

981 Tuolumne Ave.
Angels Camp, CA 95222

Days of Operation:

- 02/29/2020 – 03/02/2020 — 8:00am – 4:00pm
- 03/03/2020 (Election Day) — 7:00am – 8:00pm

Ballot Assistance Sites Locations/Hours:

1 **Arnold Library**

1065 Blagen Road
Arnold, CA 95223

Hours of Operation:

Days of Operation:

- 03/03/2020 (Election Day) — 7:00am – 8:00pm

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2 **Copperopolis Library**

Lake Tulloch Plaza

3505 Spangler Lane Suite 106

Days of Operation:

- 03/03/2020 (Election Day) — 7:00am – 8:00pm

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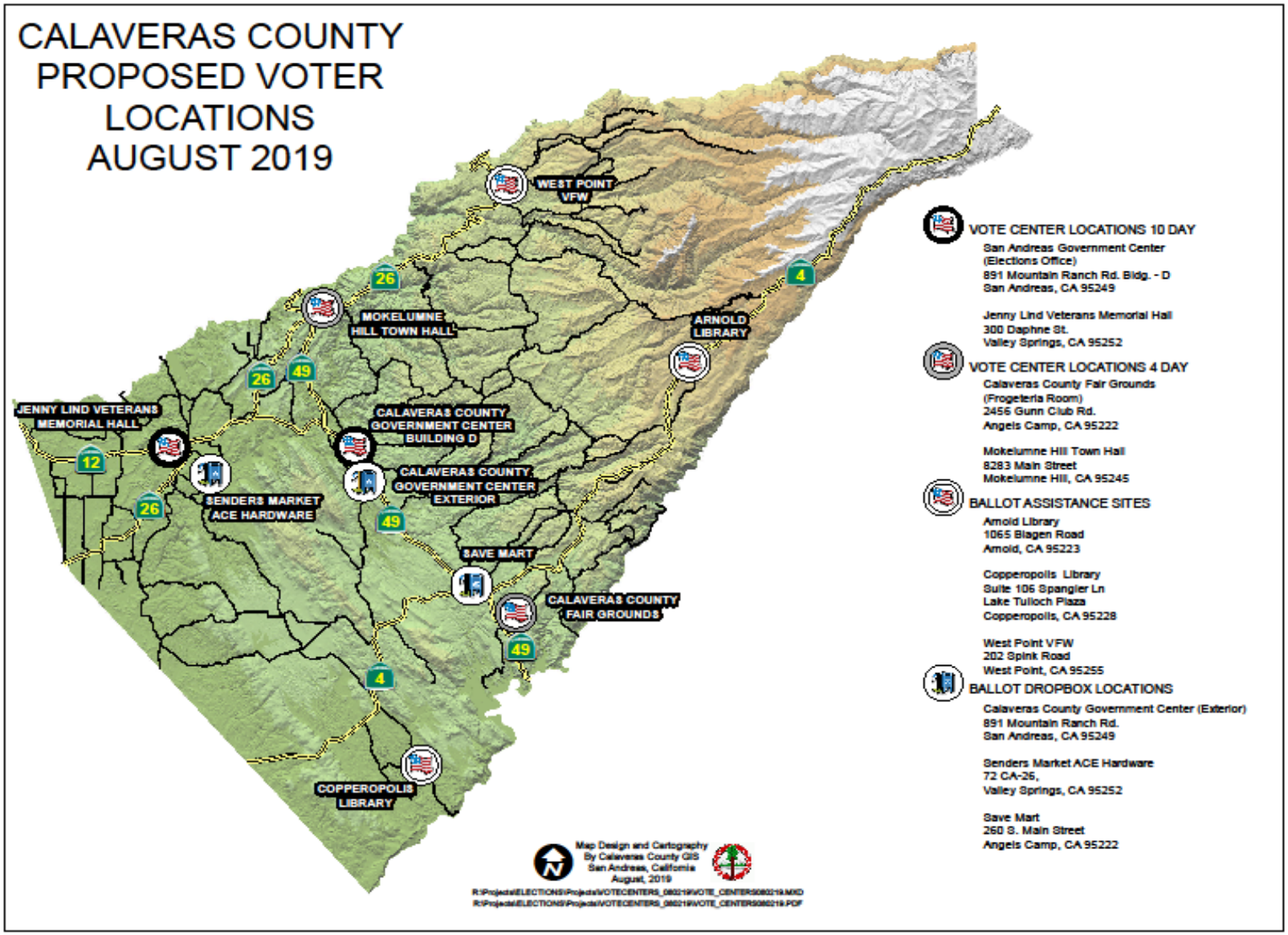
3 **West Point VFW**

202 Spink Road
West Point, CA 95255

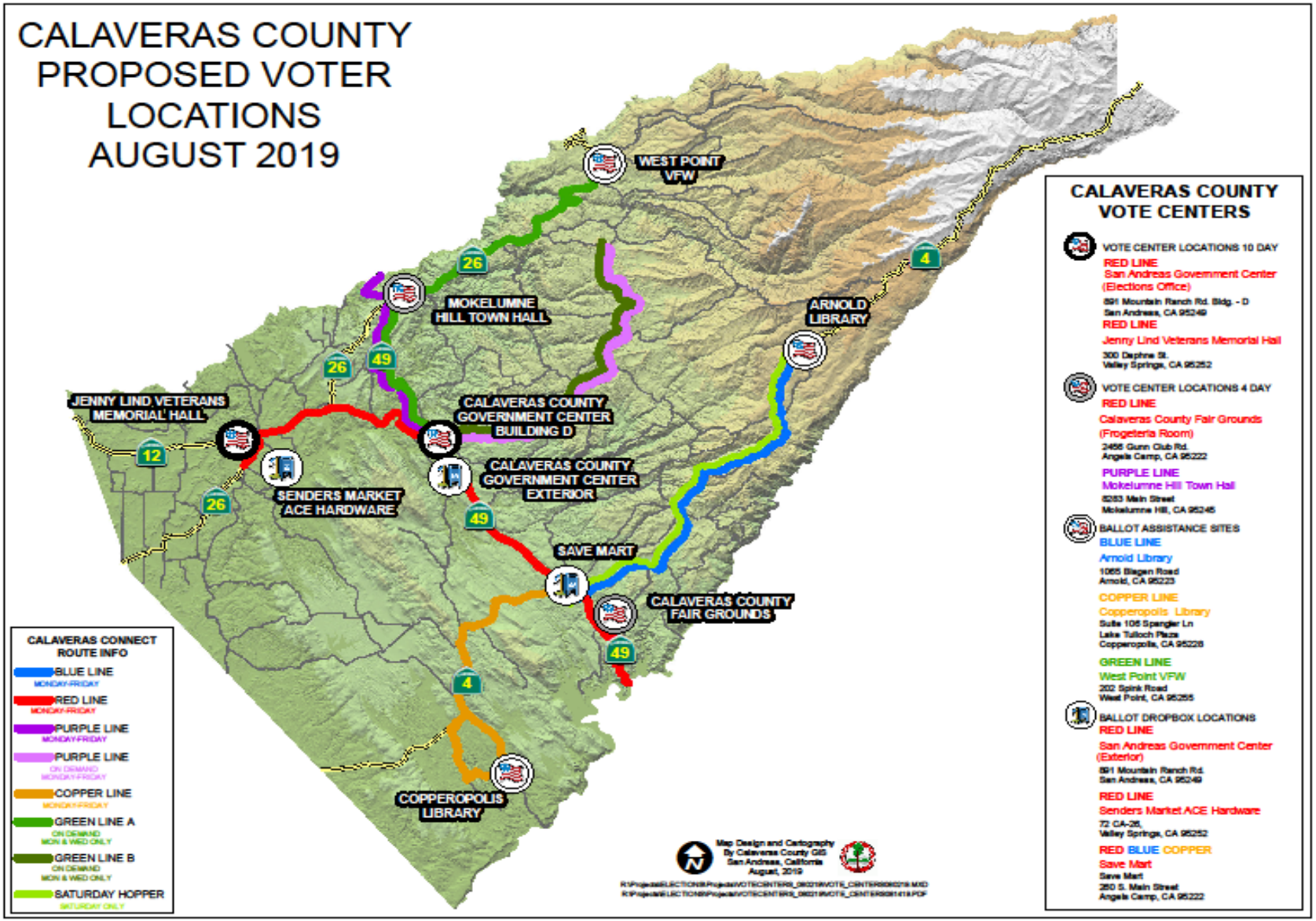
Days of Operation:

- 03/03/2020 (Election Day) — 7:00am – 8:00pm

Appendix D


CALAVERAS COUNTY
PROPOSED VOTER
LOCATIONS
AUGUST 2019
WEST POINT VFW
MOKELUMNE HILL TOWN HALL
ARNOLD LIBRARY
JENNY LIND VETERANS MEMORIAL HALL
CALAVERAS COUNTY GOVERNMENT CENTER BUILDING D
CALAVERAS COUNTY GOVERNMENT CENTER EXTERIOR
SENDERS MARKET ACE HARDWARE
SAVE MART
CALAVERAS COUNTY FAIR GROUNDS
COPPEROPOLIS LIBRARY
26
49
12
4
VOTE CENTER LOCATIONS 10 DAY
San Andreas Government Center
(Elections Office)
891 Mountain Ranch Rd. Bldg. - D
San Andreas, CA 95249
Jenny Lind Veterans Memorial Hall
300 Daphne St.
Valley Springs, CA 95252
VOTE CENTER LOCATIONS 4 DAY
Calaveras County Fair Grounds
(Frogeteria Room)
2456 Gunn Club Rd.
Angels Camp, CA 95222
Mokelumne Hill Town Hall
8283 Main Street
Mokelumne Hill, CA 95245
BALLOT ASSISTANCE SITES
Arnold Library
1065 Blagen Road
Arnold, CA 95223
Copperopolis Library
Suite 106 Spangler Ln
Lake Tulloch Plaza
Copperopolis, CA 95228
West Point VFW
202 Spink Road
West Point, CA 95255
BALLOT DROPBOX LOCATIONS
Calaveras County Government Center (Exterior)
891 Mountain Ranch Rd.
San Andreas, CA 95249
Senders Market ACE Hardware
72 CA-26,
Valley Springs, CA 95252
Save Mart
260 S. Main Street
Angels Camp, CA 95222
Map Design and Cartography
By Calaveras County GIS
San Andreas, California
August, 2019

Appendix E


CALAVERAS COUNTY
PROPOSED VOTER
LOCATIONS
AUGUST 2019
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MOKELUMNE HILL TOWN HALL
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CALAVERAS COUNTY GOVERNMENT CENTER BUILDING D
CALAVERAS COUNTY GOVERNMENT CENTER EXTERIOR
SENDERS MARKET ACE HARDWARE
SAVE MART
CALAVERAS COUNTY FAIR GROUNDS
COPPEROPOLIS LIBRARY
26
49
12
4
CALAVERAS CONNECT ROUTE INFO
BLUE LINE
MONDAY-FRIDAY
RED LINE
MONDAY-FRIDAY
PURPLE LINE
MONDAY-FRIDAY
PURPLE LINE
ON DEMAND
MONDAY-FRIDAY
COPPER LINE
MONDAY-FRIDAY
GREEN LINE A
ON DEMAND
MON & WED ONLY
GREEN LINE B
ON DEMAND
MON & WED ONLY
SATURDAY HOPPER
SATURDAY ONLY
Map Design and Cartography
By Calaveras County GIS
San Andreas, California
August, 2019
CALAVERAS COUNTY
VOTE CENTERS
VOTE CENTER LOCATIONS 10 DAY
RED LINE
San Andreas Government Center
(Elections Office)
891 Mountain Ranch Rd. Bldg. - D
San Andreas, CA 95249
RED LINE
Jenny Lind Veterans Memorial Hall
300 Daphne St.
Valley Springs, CA 95252
VOTE CENTER LOCATIONS 4 DAY
RED LINE
Calaveras County Fair Grounds
(Frogeteria Room)
2466 Gunn Club Rd.
Angels Camp, CA 95222
PURPLE LINE
Mokelumne Hill Town Hall
8283 Main Street
Mokelumne Hill, CA 95245
BALLOT ASSISTANCE SITES
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Arnold, CA 95223
COPPER LINE
Copperopolis Library
Suite 105 Spangler Ln
Lake Tulloch Plaza
Copperopolis, CA 95228
GREEN LINE
West Point VFW
202 Spink Road
West Point, CA 95255
BALLOT DROPBOX LOCATIONS
RED LINE
San Andreas Government Center
(Exterior)
891 Mountain Ranch Rd.
San Andreas, CA 95249
RED LINE
Senders Market ACE Hardware
72 CA-26,
Valley Springs, CA 95252
RED BLUE COPPER
Save Mart
Save Mart
250 S. Main Street
Angels Camp, CA 95222

Appendix F

Groups/Organizations/Agencies that the Registrar's Office Plans to Contact and Partner With:

Date	Event	Partner(s)	Location of Event
08/23/2019	Public Meeting - Draft Election Administration Plan		San Andreas Library – Cheseborough Room
08/23/2019	Spanish Language Consultation Meeting	Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee	San Andreas Library – Cheseborough Room
8/26/2019	Disability Community Consultation Meeting	Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee	San Andreas Library – Cheseborough Room
9/13/2019	Public Hearing		San Andreas Library – Cheseborough Room
TBD	Voting & Language Accessibility Advisory Committee (Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee)	Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee	County Government Center - Board Chambers
TBD	Voting System Demonstration	TBD	County Government Center - Board Chambers
TBD	Disability Community Workshop	TBD	TBD
TBD	Voting System Demonstration/Mock Election	TBD	Calaveras County Fairgrounds Frogeteria
TBD	Language Community Workshop	TBD	
TBD	Voting System Demonstration/Mock Election	TBD	Jenny Lind Veterans Memorial Hall
TBD	Voting System Demonstration/Mock Election	TBD	Mokelumne Hill Community Hall
TBD	Voting System Demonstration	TBD	West Point Community Hall
TBD	Voting System Demonstration	TBD	Copperopolis Town Square
TBD	Voting System Demonstration	TBD	Independence Hall
TBD	Voting & Language Accessibility Advisory Committee (Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee)	Voting Accessibility Advisory Committee/Language Accessibility Advisory Committee	County Government Center - Board Chambers

*Calaveras County Registrar of Voters will also reach out to its Special District Board Members within the specified regional areas for assistance with outreach efforts to the public